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(Revised 1/3/11)

Employee Post-Travel Disclosure of Travel Expenses

SECTION OF THE SENATION OF THE

Form RE-2

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rube reimbursed/paid for	1 / 1 / 1		losures with respect to	travel expenses that have been o
The <u>original</u> Employ A copy of the Priva		•		ry, invitee list, etc.)
Private Sponsor(s) (list	Jobs for the Futur	' 		•
8/29/20	17 - 8/31/2017		<u> </u>	
Travel date(s):		NIIA .	·	· · · · · · · · · · · · · · · · · · ·
Name of accompanying Relationship to Travele		• -	<u> </u>	
IF THE COST OF LODG INCLUDE LODGING C Expenses for Employe	OSTS IN EMPLOYEE			SE OR DEPENDENT CHILD, ONI y.)
	Transportation Expenses	Lodging Expenses	-Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith	\$545.75	\$180.00	\$105.27	N/A
Estimate Actual Amount				
- Actual Alliount				
Expenses for Accomp				
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith	-			
Estimate				
☐ Actual Amount				
necessary.): The purpo	se of the site visit to Eas		amine high quality and int	Attach additional pages if novative education and workforce ont 1 for more detail.
(Dale)		larshall name of traveler)	Yau	(Signature of traveler)
TO BE COMPLETED	BY SUPERVISING	MEMBER/OFFICER	:	
I have made a determing Authorization form, are		tion, lodging, and relat		scribed in the Employee Pre-Transis in Rule 35.
~/ 11/17 // 17			<u> </u>	
(Date)			(signature of Supe	rvising Senator/Officer)

Attachment #1

Provide a description of all meetings and events attended:

The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce development programs in a rural, economically distressed region of the U.S. On the trip staff met with officials from the region's workforce development, community college, and economic development systems. Staff talked with students and with employers learning about Eastern Kentucky's SOAR initiative designed to integrate its economic, workforce development, and technology efforts. They met with students from the linemen training program at Hazard Community and Technical College; with state officials from Kentucky who described their efforts to align education, workforce, economic development and poverty alleviation programs. They also visited the Hazard, KY One-stop Career Center and later met with employers and workers at BitSource, a new business venture where former coal miners are being trained for coding jobs. Over a dinner meeting, staff heard about the region's efforts to address the opioid addiction problem, and heard from a former governor of Kentucky who discussed the economic needs of the region. Finally, the visit concluded with an on-site meeting at the Eastern Kentucky Manufacturing Institute where staff met with manufacturing and economic development officials about how they are attempting to attract and train employers for new businesses in the region.

Form RE-1

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(Revised 10/19/15)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Lauren Marshall
	Office of Senator Mark R. Warner
Employing Office/Committee:	
Jobs for the Future, Private Sponsor(s) (list all):	" 'guel
August 29-31, 2017 Travel date(s):	
Note: If you plan to extend the trip for any reason	you must notify the Committee.
Destination(s): Eastern Kentucky (Middlesboro, Be	nham, Hazard, Pikeville and Paintsville)
Explain how this trip is specifically connected to the trave	ler's official or representational duties:
programs and how partners are transforming the alleviating poverty. SW Virginia is also very rur	region's education and workforce development he region's economy, addressing skills deficits, and al, and has experienced similar economic for education and workforce issues in my office.
	for education and workforce issues in my office,
Name of accompanying family member (if any): N/A	
Relationship to Employee: Spouse Child	<u> </u>
Relationship to Employee: Spouse Child	
I certify that the information contained in this form is true,	, complete and correct to the best of my knowledge:
7/28/17	Jan up. up. ale
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICE Secretary for the Majority, Secretary for the Minority, and Chap Senator Mark R. Warner	ER (President of the Senate, Secretary of the Senate, Sergeant at Arms, plain): Lauren Marshall
I, hereby	authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event described above. I	ent or reimbursement for necessary transportation, lodging, and have determined that this travel is in connection with his or her of create the appearance that he or she is using public office for
I have also determined that the attendance of the employed	e's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking box)	
7/28/17	Mak R Wines
(Date)	(Signature of Supervising Senator/Officer)



Hi everyone — as many of you know, Jobs for the Future organizes an annual site visit for staff who participate in our Congressional Staff Network on Workforce and Economic Security Issues. Based on conversations with many of you that began last year, we are planning a site visit to Eastern Kentucky for this year's August Congressional Recess.

Eastern Kentucky has been very hard hit economically in recent years. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. As part of our visit, we hope to learn not only about the region's education and workforce development programs — but about how many partners are pulling together to transform the region's economy, address the education and skills deficits of its workers, and alleviate poverty in the region.

We will hear from education, workforce development, poverty-focused, and economic development leaders about the challenges they face when a major employer leaves a region and its residents are geographically isolated. We will see education and training programs that are preparing coal miners for coding and other jobs in a growing IT sector in the region. We will see the development of a growing aerospace industry that is developing as the result of converging education, workforce and economic development efforts. We will hear from education programs and students who are training to be counselors to address the growing opioid addiction problem that confronts this community, as well as many other rural communities in the country. And to fully understand the culture and history of the region, we will visit the Portal 31 coal mine, that was the nation's largest coal camp when it was built in 1917.

Because this trip will require significant travel on the ground, we will devote three days to the trip. As a result, it is important that we identify a time that works for you, and save those dates for this visit. As we begin planning our Kentucky visit, we would first like to survey invitees to see which weeks in August work best for most staff. Please complete this <u>survey</u> by Wednesday, May 10th, 2017 to provide us with your availability. In the coming weeks, we will send more details regarding this year's visit and a calendar invite to hold the dates on your schedule. We really hope you can join us on this visit!

Best, Mary Clagett, Lexi Barrett, Erica Cuevas, Taylor Maag

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): Jobs for the Future
2.	Description of the trip: See attachment two and three.
3.	Dates of travel: <u>August 29, 2017 - August 31, 2017</u>
4.	Place of travel: Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville).
5.	Name and title of Senate invitees: See attachment two.
6.	 I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or
	employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a _foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	N/A
11,	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	See attachment three.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	See attachment three.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	See attachment three.
	•

	three.		·	
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<u> </u>	•			<u></u>
otal Expenses for E	ach Participant:			
		Lodaina	Mes I	
	L'ansportation L'apenses.	Expenses	Expenses	Expen
Grander Correction of Manager and the	\$500.75 -	\$180.00	\$125.00	N1/A
Good Faith	\$545.40	(Over two	(Does not exceed	N/A
estimate	(includes all travel, airfare	nights. See attachment	government per diem of	
☐ Actual	and ground transportation.	four)	\$131.50 per person, over three	
Amounts	See attachment four)		days. See attachment four)	
<u> </u>		·		
	es events that are a	rranged or orgar	nized specifically wit	h regard
congressional pa	irticipation.	<u>. </u>		
	the location of the even	t or trip		
		t or trip		
Reason for selecting		t or trip		
Reason for selecting		t or trip		
Reason for selecting See attachment		•		
See attachment Name and location o	two.	facility:	KY 40807	
See attachment Name and location of Benham Schoolh	f hotel or other lodging	facility: ral Ave, Benham		
See attachment Name and location of Benham Schoolh Pikeveille Hilton	f hotel or other lodging louse Inn: 100 Cent	facility: ral Ave, Benham nble Blvd, Pikevi		

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	21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel: The lodging and meal expenses align with federal government
<u> </u>	75 - 177 - 177 - 178 - 1	travel per diem. See attachment four for more details.
···	22,	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
		There will be coach air-fare travel.
.	23.	I represent that the travel expenses that will be paid for or reimbursed to Sanate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
2	24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
		N/A
2	25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.): Signature of Travel Sponsor: State
		Name and Title: Ellen Alberding, President
		Name of Organization: The Joyce Foun dation
		Address: 321 North Clark st. Suite #1500 Chicago, 11. 60654
		Telephone Number: 312 - 782 - 2464
		Pax Number:
		B-mail Address: Swilkens@joy ce fdn.org

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Pederal Government travel:
	The lodging and meal expenses align with federal government travel per diem. See attachment
	four for more details.
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	There will be coach airfare travel.
2 ³ .	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event: N/A
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.): Signature of Travel Sponsor:
	Name and Title: Maria Flynn, CEO
	Name of Organization: Jobs for the Future
	Name of Organization: Jobs for the Future Address: 122 C st NW Washington, D.C. 20001
	100 C of NIM Mochington D.C. 20001
	Address: 122 C st NW Washington, D.C. 20001

Attachment 2.

Senate Staff:

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuael Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Reason for Selecting Location: JFF selected Eastern Kentucky for this year's visit because the region has been very hard hit economically because of a significant decline in the region's main industry – coal mining. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. The visit will shed light on the region's economic and workforce challenges and also inform participants of the state's plans for stimulating economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 3.

A) Role of Sponsor. Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.

- B) Purpose of the Trip and Mission of the Sponsor. Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.
- C) History Carrying out Site Visits. Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over eight years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN and Seattle, WA. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues.
- D) Other Education Activities. JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college and career readiness and career advancements for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading form high school to college to family-sustaining careers.

Attachment 4: Good Faith Estimates for Senate Staff Travel and Meal Expenses

Airfares: Each individual's flight was \$395.75 - \$440.40 round-trip.

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

Meals: Will meet government per diem rates of \$38.25 on first and last day of travel and \$55.00 for the second day of the trip.

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CONGRESSIONAL STAFF

NETWORK DELEGATION

August 29, 2017 – August 31, 2017 – Eastern Kentucky

PARTICIPANT LIST

Congressional Staff Participants

Jake Baker

Professional Staff Member Senate HELP Committee Jake_baker@help.senate.gov

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Dianne Browning

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Jay Box

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Hon. Albey Brock

Bell County Judge Executive brock@bcje.com

Hal Heiner

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Education and Workforce Development
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Andy Hightower

Senior Policy Advisor
Governor's Education & Workforce Cabinet
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Rusty Justice

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Beth Kuhn

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David Ledford

President/CEO .

Appalachian Wildlife Foundation

Adam Meier

Deputy Chief of Staff for Policy Kentucky Governor's Office Adam.meier@ky.gov

Hon. Dan Mosley

Harlan County Judge Executive Dan.mosley@harlanonline.net

Paul Patton

Former Governor of Kentucky, Chancellor University of Pikeville College pep@upike.edu

Tim Robinson

CEO

Addiction Recovery Care, LLC

Chuck Sexton

CEO

One East Kentucky

Reecie Stagnolia

Vice President for Adult Education

Kentucky Council on Postsecondary Education

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Robert Stivers

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Clay County
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Kathy Walker

CEO

eKentucky Advanced Manufacturing Institute (eKAMI)

Jeff Whitehead

Executive Director
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Joyce Foundation Participants

Sameer_Gadkaree_

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Mindy Martin

Events Director mmartin@jff.org

Taylor Maag

Graduate Intern
Tmaag-intern@jff.org



AGENDA

August 29-31, 2017 Site Visit to Eastern Kentücky

Tuesday, August 29

Eastern Kentucky Challenges and Outlook

	·
7:07 AM	Depart DCA American Flight 4343
8:56 AM	Arrive Knoxville, TN
9:30 AM	Board Bus at Airport
9:30 - 11:30 AM	Travel to Middlesboro KY – Documentary on Eastern KY
12:00 Noon	Arrive Southeast Kentucky Community and Technical College (SKCTS), Middlesboro, KY
12:00 – 2:00 PM	Welcome, Lunch Meeting, and Tour
	 Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP) Dr. Vic Adams – President, SKCTS Hon. Albey Brock – Bell County Judge Executive David Ledford – Appalachian Wildlife Foundation
2:00 – 3:15 PM	Travel to Benham, KY via the Appalachian Wildlife Refuge
3:15 PM	Arrive at Benham Schoolhouse Inn
3:30 – 5:30 PM	Tour and Presentation, Portal 31, Coal Mining in Eastern Kentucky
6:30 PM	Dinner Meeting (Benham Schoolhouse Inn)
	Continued Discussion about the Challenges and On-going Work in Eastern Kentucky • Dr. Bruce Ayers, Past President, SKCTS

Hon. Dan Mosley – Harlan County Judge Executive



CONGRESSIONAL STAFF NETWORK ON WORKFORCE AND ECONOMIC SECURITY

- Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint
- Jeff Whitehead, Executive Director, EKCEP

Teleworks USA - Videos, Conversation; Q & A

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

Depart Benham Schoolhouse Inn for Hazard 8:00 AM

Travel to Hazard, KY -- Breakfast on Bus 8:00 to 10 AM Trish Adams, Industry Liaison, EKCEP

Hazard Community and Technical College (HCTC) 10:00 - 11:30 AM Dr. Jennifer Lindon, President, HCTC

Presentation and Tour of Lineman Training Program

Tour One-Stop Career Center, 412 Roy Campbell Dr. Hazard, KY 11:30 - 2:30 PM

Working Lunch and Facilitated Conversations

Kentucky's Plan for the State and Region

- Hal Heiner, Cabinet Secretary, Education and Workforce Development
- Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office
- Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet
- Jay Box, President, Kentucky Community and Technical College System (KCTCS)
- Reecie Stagnolia, Vice President for Adult Education, Council on Post Secondary Education
- Robert Stivers, Kentucky State Senate President, Clay County

Depart One-Stop for Pikeville, KY 2:30 PM



CONGRESSIONAL STAFF NETWORK ON WORKFORCE AND ECONOMIC SECURITY

3:30 PM	BitSource
<u></u>	Presentation and Meeting with Students/Employees Rusty Justice, Founder, BitSource BitSource Employees and Students
5:00 PM	Check in – Hilton Garden Inn, Pikeville, KY
6:00 PM	 Dinner Meeting – 8th Floor, Hilton Garden Inn Paul Patton, former Governor of Kentucky, Chancellor, University of Pikeville College - Welcome Tim Robinson, CEO, Addiction Recovery Care, LLC – Discussion of Opioid Addiction Problem in Rural America and How the Eastern Kentucky is Addressing the Crisis.

Thursday, August 31, 2017

Advanced Manufacturing & Economic Development

7:45 AM	Hotel Check-Out
8:00 AM	Board Bus for Paintsville, KY (Breakfast Boxes on Bus)
9:00 -10:30 AM	 eKentucky Advanced Manufacturing Institute (eKAMI) Kathy Walker, CEO of eKAMI Chuck Sexton, CEO, One East Kentucky
10:45 AM	Depart Paintsville for Cincinnati Airport
2:15 PM	Approximate Arrival at Cincinnati Airport
3:46 PM	Depart Cincinnati Airport American Flight 5609 to DCA
5:21 PM	Arrive at DCA